

LAKE BLUFF SCHOOL CAUCUS BYLAWS
AS AMENDED AND RESTATED SEPTEMBER 1998

I. PURPOSES OF THE CAUCUS

- A. To select nominees on a nonpartisan basis for the Lake Bluff elementary School District 65 Board of Education (herein called the Elementary Board), giving priority to maintaining representation in such a way that at least one member shall be a resident of the area within the village boundaries east of Sheridan Road, west of Sheridan Road, and the unincorporated areas lying within the boundaries of School District 65, to promote the election of these nominees. In the event that there is a vacancy from one of these geographic areas on the Elementary Board and no candidate comes forth, then the Caucus may select a candidate at large.
- B. To select nominees on a nonpartisan basis for three positions on the Community High School District 115 Board of Education (herein called the High School Board).

II. QUALIFICATIONS OF NOMINEES

- A. Nominees for the Elementary Board and High School Board must meet statutory requirements as follows: each member shall, on the date of his or her election, be a citizen of the United States of the age of 18 years or over, a resident of the state and territory of the appropriate school district for at least one year immediately preceding his or her election, and shall not be a school trustee or a school treasurer. Nominees must sign statements of economic interests. It shall be the policy of the Caucus not to recommend a nominee beyond a second four-year term.
- B. Employees of a school district shall not be eligible for Caucus nomination to the board of such district.
- C. Delegates and the President of the Caucus shall not be eligible for Caucus nomination to either School Board.

III. MEMBERSHIP OF THE CAUCUS

- A. Caucus membership shall consist of one delegate per 100 households in each of the six geographic areas as shown on the School District 65 Caucus area Map.
- B. Delegates shall be selected in the following manner: The Caucus will advertise for delegates and invite interested residents to respond by means of a tear-off response during the month of September.
- C. Each Caucus area will have a leader who is appointed or elected by the delegates of that area.
- D. There will be a Central Board of the Caucus composed of the following:
 - 1. President
 - 2. Vice President/Secretary
 - 3. Treasurer
 - 4. Area Leaders (may not be other officers)
 - 5. Committee Chairpersons (two-year term)

The Central Board will meet monthly when needed. Monthly meetings will be open to all delegates and will be non-voting sessions. The entire Caucus membership will meet quarterly, or more often if determined necessary by the Central Board. A general membership meeting will be held in either May or June of each year to review that year's School Board elections, if applicable; to also elect new Officers and assign Committee Chairpersons, and delegates to committees; to determine if any Caucus Area delegate vacancies need to be filled and to review the purpose and rules of the Caucus. A general membership meeting will also be held in either September or October of each year to welcome any new delegates and to plan the Caucus agenda for the following year. A quorum will be necessary for all voting. A quorum shall consist of a majority of voting delegates.

- E. The President shall be elected from the Caucus membership, will oversee the Central Board and general membership meetings, will have no voting privileges, and will have his or her Caucus seat delegated to another.
- F. The Vice President/Secretary and Treasurer will be elected from the Caucus membership and will retain delegate status, but will not be area leaders.
- G. The Caucus committees will be as follows:
 - 1. Elementary School
 - 2. High School
 - 3. Fund Raising
 - 4. Publicity
 - 5. Ad Hoc: Rules, Area Review, Nominating etc.
- H. Delegates shall be elected as follows:
 - 1. Area Leaders shall determine how many delegates are needed to fill all of the vacancies in their areas based on the formula in Article III A.
 - 2. Area leaders will then solicit volunteers from within the boundaries of their respective areas to fill the aforementioned vacancies.
 - 3. Delegates should ideally have staggered terms: 2 yr. / 4 yr.
 - 4. If there are more potential delegates than there are vacancies, such potential delegates shall be placed on a waiting list on a first come, first serve basis.
- I. Each delegate shall be both a registered voter and a resident of the Caucus Area from which selected for at least six months immediately preceding his or her selection.
- J. Each new delegate must attend a Caucus orientation session (see Article VII E. 4.) and, in addition, must be both a member of the Caucus for at least six months and have attended at least two general Caucus meetings, in order to be eligible to vote for nominees to the Elementary or High School Boards.
- K. No Caucus delegate shall serve for more than two consecutive terms, except as noted in III. M. 3.
- L. Any delegate having to resign shall notify either the President, Vice President or his or her respective Area Leader.

- M. Vacancies among delegate positions shall be filled as follows:
1. By the Area Leaders, who shall first check the waiting list in their respective areas for potential delegates and contact such potential delegates until all vacancies are filled.
 2. If there is no waiting list, Area Leaders shall solicit potential delegates from within their respective areas to serve on the Caucus.
 3. In the event that no potential delegates are found under either of the above procedures within 30 days following the resignation of a delegate, and a vacancy in an area still remains, then a current delegate may serve more than 2 consecutive terms to fill such vacancy.

IV. RULES OF THE CAUCUS

- A. All delegates are required to attend full Caucus meetings. Two unexcused absences shall be deemed a resignation. An unexcused absence is one when an officer, or Area Leader, is not informed of a delegate's inability to attend a meeting, in advance of the meeting. Delegates are also expected to attend at least four School Board Meetings per year (either District 65 or District 115) to become familiar with the Board members, current issues and the Meeting process.
- B. Each delegate shall be entitled to one vote on each proposition.
- C. The President shall not be entitled to vote and shall not be considered a delegate.
- D. All Caucus meetings, committee meetings, and Caucus Area Elections shall be conducted according to *Roberts' Rules of Order, Newly Revised*, latest edition.
- E. A quorum shall be required for the transaction of business at any Caucus meeting. A quorum shall consist of a majority of the delegates.
- F. Five days' written notice shall be given each member for any regular or special Caucus meeting. The notice shall state the purpose or purposes of the meeting. If a purpose is the amendment of the bylaws, a motion and recommendation of the Ad Hoc Committee concerning such amendment shall be delivered with the notice.
- G. Each proposal by a member for the amendment of the bylaws shall be submitted in writing in the form of a motion to the Chairperson of the Ad Hoc Committee at least three weeks before the Caucus meeting at which the motion will be acted on. A two-thirds vote of all ballots cast shall be necessary to amend the bylaws.
- H. The Caucus shall hold all meetings that are set forth in the agendas for the Caucus meetings.
- I. The President shall call additional Caucus meetings that he or she deems necessary. At the request of a majority of the delegates, the President shall call a special meeting.
- J. When the Caucus is charged with selecting nominees to fill unexpired terms on the Elementary or High School Board, the President shall call the necessary meetings.
- K. All Caucus meetings shall be open to the public except during the voting to select nominees for the Elementary and High School Boards, and during the discussion of the qualifications of potential nominees immediately before the voting. The public shall be allowed to attend the Caucus interview of the potential nominees.

- L. Removal of the President, officers, or delegates shall be done as follows:
1. A proposal for removal of the President, an officer, a Committee Chairperson, or a delegate shall be submitted in writing in the form of a motion to the President or the Chairperson of the Ad Hoc Committee at least three weeks before the Caucus meeting at which the motion will be acted on. The motion shall state the reason(s) for removal.
 2. The officer or member in question shall be given a copy of the motion within seven days of its receipt by the President or the Chairperson of the Ad Hoc Committee.
 3. Each member shall be given a copy of the motion five days before the Caucus meeting at which the motion will be acted on.
 4. The officer or member whose removal is sought shall be given ample opportunity, at the Caucus meeting, to address the reasons stated in the motion. The usual rules governing debate of a motion shall apply.
 5. A two-thirds affirmative vote of all ballots cast shall be necessary to carry the motion for removal.
 6. If a motion for removal fails to be carried, the same motion may not be introduced again during that session of the Caucus.

V. ELECTION OF THE PRESIDENT

- A. The President shall be elected by a simple majority of the votes cast by the delegates present at the May or June meeting of the Caucus in odd-numbered years.
- B. Only delegates who have served for two years on the current or immediately preceding Caucus shall be eligible for the office of President.
- C. The President shall serve for two years and shall not be eligible for a second term.
- D. The President shall be a resident of School District 65 during his or her term of office.
- E. Succession of the President shall be as follows:
 1. The Caucus shall elect a new President, should the current President be unable to complete the full term of office.
 2. Only delegates who have served for two years on the current or immediately preceding Caucus shall be eligible for the office of President.
 3. The Ad Hoc Committee shall meet and nominate delegates, as defined above to replace the President.

VI. DUTIES OF THE OFFICERS

- A. President
 1. Shall preside at all Caucus meetings.

2. Shall fill any vacancies as they occur on committees.
 3. Shall serve as an ex-officio member of all committees, but shall have no vote at committee meetings
 4. Shall appoint special committees as the need arises.
 5. Shall compile the information for the delegate folders.
 6. Shall oversee the proper operation of the Caucus and shall uphold the rules of the Caucus.
 7. Shall determine, before the first meeting after being elected, in conformity with the bylaws, dates on which Caucus meetings shall be held, and shall reserve appropriate space for such meetings.
 8. Shall, by each October or November as deemed necessary, invite the Presidents or Superintendents of the Elementary and High School Boards to attend the meeting. He or she shall ask these individual to be prepared to discuss the problems of the respective Boards and the duties and responsibilities of the Board members. In the event that neither a President or a Superintendent, nor his or her representative can attend, the President shall request that he or she send a letter to the Caucus giving information requested.
 9. Before the meetings to select nominees to either School Board:
 - a) Shall obtain nominating petitions and statements of candidacy.
 - b) Shall determine who shall contact the residents suggested as potential nominees to the School Boards. The residents contacted shall be asked if they wish to run for election to the School Board and if they wish to seek Caucus endorsement. The names of those seeking Caucus endorsement shall be submitted to the appropriate Criteria Committee.
 10. Shall perform the following within 24 hours after the selection of nominees:
 - a) Inform all candidates of the Caucus decisions.
 - b) Inform the President of the appropriate School Board, in writing, of the nominees.
 - c) Inform the President of the Lake Forest Caucus, in writing, of the nominees to the High School Board. The Lake Forest Caucus is expected to endorse such nominees.
 11. Shall file the completed nominating petitions and statements of candidacy for each nominee with the secretary of the appropriate School Board on the first legally permissible day. (Such filings may be made not more than 30 days nor less than 10 days before the School Board election.)
- B. Vice President/Secretary
1. Shall assume the duties of the President in his or her absence.

2. Shall assist the President in compiling the information for the delegate folders.
3. Shall keep up-to-date copies of the bylaws, a list of current officers and delegates, minutes and Treasurer's reports (both to be added after each Caucus meeting), and other pertinent information at the Lake Bluff Public Library.
4. Shall attend committee meetings at the request of the President, and help keep minutes of such meetings.
5. Shall perform any other duties designated by the President.
6. Shall provide the required written or verbal notices of all Caucus meetings.
7. Shall record the minutes of each meeting, and shall keep all of the records and correspondence.
8. Shall inform the President of any member who has two unexcused absences. At the request of the President, he or she shall notify such member that his or her absences have been deemed a resignation, and shall notify the Caucus Area Election Committee Chairperson and ask that the vacancy be filled as specified in Article III.M.

C. Treasurer

1. Shall be responsible for all money received and disbursed.
2. Shall prepare financial reports for all regular meetings. The financial reports shall include all income and expenditures between the meetings, as well as the bank balances. The financial reports shall be in writing and available to the delegates.
3. Shall prepare an estimated operating budget.
4. Shall prepare a final financial statement at the end of his or her term of office. This statement shall contain the total amount of income, expenditures, and a general statement of the sources of income and type of expenditures.

VII. COMMITTEES

A. Shall consist of a minimum of five members, including the Committee Chairperson.

B. Each Committee Chairperson shall maintain a written record of his or her term's activities. This cumulative record shall include any minutes of meetings, any publicity, and any recommendations for future committee action, and shall be passed on to the next Committee Chairperson.

C. Elementary School Committee/High School Committee

1. Shall prepare and print proposed criteria for the selection of nominees for its respective Board and shall submit the criteria for adoption by the Caucus.
2. Shall prepare and print the incumbent valuation forms to be used by delegates at School Board meetings. The information supplied by the delegates on these forms shall then be compiled and summarized by the respective committees

above and be presented to the full Caucus when an incumbent is seeking re-nomination.

3. Shall prepare and print substantive questions and resume forms for potential nominees.
4. Shall submit a copy of adopted criteria, substantive questions, and resume forms to each potential nominee and each incumbent board member willing to be considered by the Caucus.
5. Shall assist the President in contacting any resident suggested as nominee.
6. The Committee Chairperson shall inform all potential nominees of eligibility status, based on the criteria of the Caucus and the State of Illinois election laws, and advise them of the Caucus interview meeting date and procedure.
7. The Committee Chairperson shall provide each potential nominee with copies of the completed resume forms of each of the other potential nominees at least two weeks before the meeting at which the Caucus selects its nominees.
8. The Committee members shall actively participate in the search for potential qualified nominees.
9. Shall assist the Publicity committee with the preparation of brochure 1.
10. Shall provide the necessary additional signatures on the nominating petitions.
11. If a relative of one of the potential nominees is serving on the High School or Elementary Criteria Committee (whichever is pertinent), that member should be excused from the interviewing sessions in the interest of impartiality.

D. Fund Raising Committee

1. Shall raise the necessary funds for the operation of the Caucus
2. Shall determine the method of distribution of all brochures in cooperation with the Treasurer and the Publicity Committee.
3. Shall audit the books and records of the Treasurer during the month of November each year.

E. Publicity Committee

1. Shall prepare and submit to the local news media a press release concerning the Caucus and containing all of the information in brochure 1.
 - a) Shall prepare and submit to the local news media, no later than December 1 of each year, a press release reporting the names of Caucus Delegates and reporting the name of the President of the Caucus.
 - b) Shall inform the local news media of the nominees, no later than five days after the selection of nominees.

- c) Shall submit timely information to the local news media concerning the procedure for absentee balloting for the School Board election.
 - d) Shall prepare, print, and provide for the distribution of all brochures. Shall cooperate with the Treasurer and Finance Committee in determining the method of distribution of all brochures.
 - e) Shall prepare and submit to the local news media, no later than two weeks before the School Board election, a press release containing the information in brochure 2.
 - f) Shall prepare and submit a press release about all Caucus meetings and open committee meetings.
2. Shall organize a campaign for the election of the endorsed nominees if the Caucus deems it necessary.
 3. Shall work in cooperation with the appropriate committees when preparing the brochures.
 4. Shall be responsible for conducting the orientation session of new Caucus delegates as soon as practical after such delegates have been selected. This orientation shall include providing pertinent information on Caucus rules, Caucus Bylaws and what is expected of a Caucus member.

F. Ad Hoc Committee

1. Shall review bylaws and prepare bylaw amendments recommending changes, if any, to the bylaws.
2. Shall consider and make timely recommendations in writing concerning each and every amendment proposed, by the President or any delegate.
3. Shall deliver sufficient copies of proposed bylaw amendments and recommendations to the President for delivery to the delegates before the meeting at which the Caucus shall vote on such amendments.
4. Shall review the Caucus Areas and shall recommend changes, if necessary, to maintain each area of approximately equal population, based on household counts.
 - a. Shall conduct a count of households and update the boundary maps and written description of the boundaries at five-year intervals. Household counts shall be obtained from the School Census Books in the District 65 School Board Office.
 - b. Shall cooperate with the Lake Bluff Village and Park District Boards to maintain the same boundaries if possible.
5. Shall select the nominees for the Office of the President and shall present the names of such nominees to the Caucus at the last Caucus meeting prior to the expiring term of the current President.

- 6. The Ad Hoc Committee Chairperson shall serve as the Caucus Parliamentarian.
- G. The Caucus Elementary School and High School Committees shall do the majority of their work early in the year during which school board elections are being held.
- H. The Caucus Publicity, Fund Raising and Ad Hoc Committees shall function fully during all years.

VIII. MEETINGS OF THE CAUCUS

- A. Agenda for all regularly scheduled Caucus meetings:
 - 1. Call to order
 - 2. Roll call
 - 3. Minutes of previous meeting
 - 4. Financial report
 - 5. Committee reports
 - 6. Old business
 - 7. New business
 - 8. Announce time and date of next meeting
 - 9. Adjourn
- B. Additional items shall be added to the agenda, as the President deems necessary.
- C. The following meetings shall be held, and the following items shall be added to the agenda.
 - 1. Organizational meetings
 - a) The Vice President/Secretary shall distribute the delegate folders to the new delegates and the list of delegates, officers, and committees to those delegates remaining on the Caucus.
 - b) The President shall discuss the duties and responsibilities of the delegates and the principles and policies of the Caucus.
 - c) The Fund Raising Committee shall present its plans for fund raising for the year.
 - d) The Ad Hoc Committee will meet as needed.
 - 2. Meeting to select nominees to the High School Board.
 - a) Conduct the selection of nominees according to the format in Article IX of the bylaws.
 - 3. Meeting to select nominees to the Elementary School Board.
 - a) Conduct the selection of nominees according to the format in Section IX of the bylaws.
 - 4. Final meeting of the term of the President, which shall be held no later than two weeks after the School Board election.

- a) The President shall announce the School Board election results.
- b) All committees shall report on their activities and present any recommendations for approval by the Caucus.
- c) The Treasurer shall submit the year's financial statement.
- d) The Ad Hoc Committee shall present the slate of nominees for the office of President of the Caucus, and the Caucus shall elect the new President. The election of the new President shall be held between old and new business.

IX. SPECIAL PROCEDURES

- A. Selection of nominees to be endorsed by the Caucus while seeking election to the School Board (applies to both boards).
 - 1. Interview all potential nominees to the School Board.
 - 2. Before being selected by the Caucus as a nominee for the High School Board, each candidate will agree to resign from the Board if, after his or her election, he or she moves to Lake Forest.
 - 3. The Caucus shall go into closed session.
 - 4. In the interest of impartiality, if an immediate family member (who lives in the same household) of one of the potential nominees is serving on the Caucus, that delegate shall be excused from participation in and absent himself or herself from the discussion of that potential nominee's qualification.
 - 5. Discussion of potential nominee's qualifications using the Caucus' previously established criteria and based on the nominee's personal interview, written response, resume and, in the case of an incumbent, the evaluation form as referenced in Article VII.C.2.
 - 6. The excused delegate(s) referred to in Article IX.A.4 above shall be allowed to return and vote.
 - 7. The Caucus shall select nominees by secret ballot.
 - a) There shall be separate balloting for each position to be filled.
 - b) A two-thirds vote of all ballots cast shall be necessary to select a nominee. In the event that a two-thirds majority of all ballots cast is not achieved on the third ballot, a simple majority on the fourth ballot shall be sufficient to select a nominee.
 - 8. The delegates shall be asked to sign nominating petitions for the nominees.
 - 9. The President shall encourage the delegates to work for the election of the nominees. The Caucus shall promote the election of the nominees and shall organize a campaign if it deems it necessary.

- B. Selection of nominees to fill unexpired terms on either School Board.
 - 1. The appropriate Criteria Committee shall discharge its duties, as specified in Article VII.C.
 - 2. The Caucus shall meet to interview each potential nominee according to the method described in Article IX.A.1, .2, and .3.
 - 3. The Caucus shall vote individually on each nominee by a secret “yes” or “no” ballot, one vote for each nominee, cast simultaneously. Each potential nominee receiving a two-thirds “yes” majority of the total ballots cast shall be said to have received a vote of confidence from the Caucus and shall be included in a list of nominations sent to the appropriate School Board. There shall be neither a minimum nor a maximum number of nominees sent to the School Board.
 - 4. If the School Board requests the Caucus select a person to fill an existing vacancy, the Caucus shall follow Article IX.A.

- C. Contents of the delegate folders.
 - 1. A schedule of all regularly scheduled meetings.
 - 2. Principles and policies of the Lake Bluff School Caucus.
 - 3. Names, addresses, telephone numbers, and the expiration dates of the term of office for the members of both School Boards.
 - 4. Names, addresses, and telephone numbers of all delegates, to be listed by area.
 - 5. Names, addresses, and telephone numbers of officers.
 - 6. List of committee members and their Chairpersons.
 - 7. Conduct of business in committees.
 - 8. Copy of the Lake Bluff School Caucus bylaws.
 - 9. Summary of parliamentary rules.
 - 10. Caucus Area Map and a list of the boundaries of each Caucus area.
 - 11. Election law information.
 - 12. Brief history of the Caucus.
 - 13. Any other pertinent information.

- D. Duties and responsibilities of delegates.
 - 1. Attend all Caucus meetings.
 - 2. Distribute brochures 1, and 2 to the public if deemed necessary.
 - 3. Serve on Caucus committees.
 - 4. Attend as many Elementary and High School Board meetings as possible (See Article IV.A).
 - 5. Assist with fund-raising activities.
 - 6. Sign nominating petitions for the nominees to the School Boards.
 - 7. Promote the election of nominees to the School Boards.
 - 8. Encourage citizen participation.

- E. Brochures.
 - 1. The Publicity and Campaign Committee shall have the final authority on the design of all brochures.
 - 2. Brochure 1.

- a) Shall be used to seek potential nominees to the School Boards.
 - b) Shall be distributed in the early part of odd-numbered years before the selection of nominees to be endorsed by the Caucus, and before the selection of nominees to fill unexpired terms of School Board members.
 - c) Shall be prepared with the assistance of the Criteria Committee.
3. Brochure 2.
- a) Shall list the Caucus-endorsed nominees and their qualifications.
 - b) Shall be distributed no later than one week before the School Board election.
4. The Publicity and Campaign Committee shall determine the method of distribution for all brochures in cooperation with the Fund Raising Committee and the Treasurer.

X. ELECTION LAW INFORMATION

- A. The Consolidated Election Law went into effect on December 1, 1980.
- B. School Board elections are held in April of odd-numbered years.
- C. Length of term is four years. There is no legal limit to the number of terms a person can serve.
- D. Nominating petitions and statements of candidacy for each nominee must be filled with the secretary of the appropriate School Board not more than 30 days nor less than 10 days before the School Board election.
- E. The School Caucus will nominate School Board candidates only in even-numbered years, but must be organized and prepared to fill vacancies that may occur between the scheduled elections, if requested to do so by the appropriate School Board.
- F. The legal authority for making appointments to fill unexpired terms lies with the respective School Boards.

XI. PARLIAMENTARY RULES SUMMARY

- A. The President is addressed as Mr. or Madame President and other members as Mr. or Mrs. (no first names).
- B. Members will rise and wait to be recognized by the President before speaking. On being recognized, members will state their names and then either offer a motion or speak to the issue under debate.
- C. A member who offers a motion has the right to speak first in debate, if he or she so desires. Discussion of a subject is permitted only with reference to a pending motion. The correct form for introducing a motion is, "I move that" Most motions require a second. A second implies that the seconded agrees that the motion should come before the meeting and not that he or she necessarily favors the motion. After debate or the taking of a vote has begun, the lack of a second is immaterial. Each member may speak

- twice during debate of a motion. However, no member may speak a second time until everyone who wishes has spoken once.
- D. Questions about a motion should be directed to the President, who will in turn direct the question to the person who submitted the motion. That person may then speak only to address the question.
 - E. The correct form for introducing an amendment to a motion is, "I move that we amend the motion by [adding, striking, inserting]" Amendments require a second, are debatable, and can be amended. However, an amendment to an amendment cannot be amended.
 - F. Amendments to a motion may not substantially change the intent of the main motion. Amendments must be voted on before the main motion can be considered.
 - G. Members shall refrain from discussions among themselves or any other activities that might be distracting or annoying to the group.

XII. CONDUCT OF BUSINESS IN COMMITTEES

- A. The Committee Chairperson shall call committee meetings.
- B. In the event the Chairperson does not call a meeting, the committee shall meet on the request of any two of its members.
- C. A quorum in a committee is a majority of its membership.
- D. The Chairperson shall either act as secretary or choose another member to act as secretary and keep a brief memorandum in the nature of minutes.
- E. The general rules of parliamentary procedure are to be observed with the following modifications.
 - 1. Members are not required to obtain the floor before making motions or speaking, which they can do while seated.
 - 2. Motions need not be seconded.
 - 3. There is no limit to the number of times a member can speak to a question, and motions to close or limit debate should not be entertained.
 - 4. Informal discussion of a subject is permitted while no motion is pending.
 - 5. When a proposal is perfectly clear to all present, a vote can be taken without a motion having been introduced.
 - 6. All proposed actions of a committee must be approved by vote.
 - 7. The Chairperson need not rise while putting questions to a vote.
 - 8. The Chairperson can speak in discussions without rising or leaving the Chair. The Chairperson can make motions and vote on all questions.

- F. When a committee is to make substantive recommendations or decisions on an important matter, it should give members of the Caucus an opportunity to appeal before it and present their views on the subject at a time scheduled by the committee. Such a meeting is usually called a hearing. During actual deliberations of the committee, only committee members have the right to participate.